Approved For Release 2003/02/27 : CIA-RDP84-00780R005600 900012011

DD/A 74-4650 24 DEC 1974

MEMORANDUM FOR:

Deputy Director for Intelligence Deputy Director for Operations

Deputy Director for Science and Technology

Deputy to the DCI for the Intelligence

Community

Deputy for National Intelligence Officers

Comptroller
General Counsel
Inspector General
Legislative Counsel

SUBJECT

: Deadlines for Submission of Biweekly Time and Attendance Reports

- 1. This memorandum is to inform you of the reasons for a proposed change in administrative practice designed to assure that Time and Attendance Reports are delivered to the Office of Finance in accordance with established cut-off times.
- 2. We have recently completed a study of the automated payroll processing cycle and it is quite apparent that the automated pay compute operation now performed on Friday night of the week prior to payday should be performed on Thursday night. The pay compute operation is a large scale, complex and intricate process. The proposed rescheduling will permit frequently encountered problems to be resolved Friday rather than on an overtime call back basis on Saturday for both OJCS and the Office of Finance. The proposed change will save an estimated \$700 per pay period or approximately \$18,000 per year in regularly scheduled and call back overtime. It will also contribute to the stability of the payrolling process and better assure the continued timely issuance of pay checks.
- 3. The attached proposed notice emphasizes the importance of each office establishing its own report processing deadline on a basis which will assure delivery to the Office of Finance by the times specified.

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SUBJECT: Deadlines for Submission of Biweekly Time and Attendance Reports

4. I urge each of you to emphasize to your respective administrative officials the necessity for observing procedures which will assure delivery of biweekly Time and Attendance Reports in accordance with the prescribed. schedules.

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John F. Blake Deputy Director Administration

Attachment

AO/DCI cc:

Distribution:

1 ea - Add. w/a
2 - DDA w/a propert
1 - D/F w/a

- DD/PES w/a

- RCS w/a

ADMINISTRATIVE - INTERNAL USE ONLY Approved For Release 2003/02/27 : CIA-RDP84-00780R005600190001-2

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SUBMISSION OF BIWEEKLY TIME AND ATTENDANCE REPORTS

STAT Reference: paragraph 4h

- 1. This notice establishes revised times and delivery points for the submission of biweekly Time and Attendance Reports to the Office of Finance. The revised requirements are essential to the development of a production schedule for the automated payroll system that will better assure the continued timely issuance of pay checks.
- 2. Effective 6 January 1975, all Time and Attendance Reports must be delivered to the Office of Finance in either Room 6-E-29 Headquarters Building or Room 702 Key Building by the times indicated:
 - a. For headquarters area employees, by 3 p.m. on the Monday following the end of the biweekly pay period.

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- b. by noon on the Tuesday following the end of the biweekly pay period.
- c. If the Monday following the end of the biweekly pay period is a holiday, all Time and Attendance Reports

 be delivered to one of the above points by 5 p.m. on the last Friday of the biweekly pay period.
- 3. Each office will establish its own deadline for completing and processing reports for submission to the Office of Finance not later than the prescribed times. Reports that cannot be completed for the full pay period because of overtime worked or leave taken subsequent to the deadlines should be submitted based on available information. The missing overtime worked or leave taken should be reported by submitting STAT an amended Time and Attendance Report (see _______ paragraph 4d(1)(b)). Amended Time and Attendance Reports clearly marked AMENDED and identifying the pay period affected by the amendment will be submitted with the next regular Time and Attendance Reports. Processing of overtime, changes in leave balances, etc., will be included in the then current payroll processing cycle.

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| STAT | FINANCIAL | ADMINISTRATION |
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4. Strict adherence to the established reporting dead-

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE Deputy Director for Administration

DISTRIBUTION: AB

| STAT | ROUTING AND | RECOR | D SHEET |
|--|--------------------|-----------|---|
| SUBJECT: (Optional) | -:: C D: | 1.3 | |
| Proposed Subr | mission of Bi | weekly | Time and Attendance Reports |
| FROM: | | EXTENSION | NO. DD/A 74 - 4990 STAT |
| Chief, Regulations Conti | rol Staff | | DD/A 74 - 4990 STAT DATE 4 December 1974 |
| | CAT | | 4 December 1974 |
| TO: (Officer designation, room number, and building) | DATE | OFFICER'S | COMMENTS (Number each comment to show from who |
| STAT | RECEIVED FORWARDED | INITIALS | to whom. Draw a line across column after each commen |
| 1. | 1 | | 7 |
| | 1018 | 1 | The subject proposal is attached for authentication |
| 2. | 11/21 | | It has been revised in ac- |
| · | 13/5 12/1 | | cordance with your decision |
| 3. | PIPIP | | to omit reference to delaye |
| · | | 1.5 | pay checks. As you are aware, we have not submitte |
| | Dean 12/9 | | the proposal to the coordin |
| 4. | | | tors. |
| | | | |
| 5. RCS | | | 1 to 4: |
| | *. | | |
| 6. | - , | | As I mentioned to you, we have removed references in both |
| | :- | | the attached notice and memoran- |
| 7. | <u> </u> | | dum to the fact that people migh |
| <u>`</u> | | | not receive their paychecks. We |
| | | | have put in wording concerning reprimands to supervisors where |
| 81 | 100 | 10 | T&A process is not handled prope |
| I ha A DDA at | te cotthat | Tais | I spoke to and |
| 9. | | · | he still feels that we should ST mention the fact that people mig |
| matico un CC h | book to be | | not get their checks since he |
| 0. | 004.40.00 | | thinks this would put more teeth |
| condition to | | ^ | in our message. I told him (gently) he had been overruled. |
| 1. | cause o | <u> </u> | (genery) he had been byen died. |
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| 2. | | | 10 2 3 |
| | | | Dung I undterson |
| 3. | | | to coordinate because |
| (1) Klass outur | <i>y</i> | | al Para V - rearmend |
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DD/A 74-4650

MEMORANDUM FOR:

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Deputy Director for Science and Technology

Deputy to the DCI for the Intelligence

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Deputy for National Intelligence Officers

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General Counsel Inspector General Legislative Counsel

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John F. Blake Deputy Director for Administration

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SUBMISSION OF BIWEEKLY TIME AND ATTENDANCE REPORTS

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE Deputy Director for Administration

DISTRIBUTION: AB

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE Deputy Director for Administration

DISTRIBUTION: AB

Distribution:

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1 - DDA/Signature

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